

## **WDB PLANNER**

### **PURPOSE AND NATURE OF WORK**

The position in this class is responsible for ensuring compliance of the City/Parish Government's administration of the program with all planning, implementation and reporting requirements of the Innovation and Opportunity Act (WIOA) and any future workforce legislation and federally funded job training programs. Incumbent works under the direction of the Workforce Development Board Executive Administrator.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of the duties.)

Develops, writes, and submits master program plan, methods of administration, grant applications, and modifications as required by the Louisiana Workforce Commission. Assists in providing oversight of Workforce Development activities and service providers. Assists in policy development for emerging programs, assesses and interprets federal regulations, and modifies and implements plans. Monitors labor market information on the Lafayette Metropolitan Statistical Area.

Communicates and assesses needs and provides information and services to members of the Workforce Development Board, standing committees, partners of the One-Stop Center, and service providers. Develops agenda items and supporting documentation for the Workforce Development Board, and standing committee meetings. Prepares Request for Proposals (RFP 's), evaluates proposals, negotiates contracts, and assists in monitoring the performance of service providers. Evaluates and recommends service providers and Individual Training Accounts (ITA 's) to the Board and assists in providing oversight through performance reports of the Workforce Development Program, the overall workforce, and the One-Stop-Center(s). Researches and applies for grants compatible with local workforce development system. Required to partner with other workforce development agencies, economic development agencies, community action agencies, and other relevant agencies/organizations for the purpose of planning, coordinating, and conducting job fairs, employer workshops, and other workforce development related events for the benefit of jobseekers, students, and employers.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of all regulations and regulatory agencies affecting the Workforce Innovation and Opportunity Act (WIOA); its predecessor, the Workforce Investment Act (WIA); and emerging federal job training programs.

Thorough knowledge of WIOA program design, cost allocation, and management principles.

Knowledge of Civil Rights Act, Equal Employment Opportunity Commission regulations, and other Federal, State and local regulations affecting employment.

Knowledge of quantitative methods of analysis and reporting applicable to labor, training and behavioral sciences.

Knowledge of City/Parish rules and regulations and policies and procedures as applicable to WIOA.

Ability to analyze, interpret and make effective use of labor market statistics.

Ability to communicate effectively, orally and in writing.

Ability to form and maintain effective working relationships with regulatory agency personnel of Federal, State and local government agency participants, staff, elected officials, private industry representatives and general public.

### **DESIRABLE EDUCATION AND EXPERIENCE**

Bachelor's degree in Public Administration, Behavioral Sciences, Management, Education, Vocational Education, Administration, or related field and prior experience in grant administration, government program administration, evaluation and reporting; or a related combination of education and experience.